

12 November 1971

ILLEGIB

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

SIGNIFICANT ITEM

The Office of Personnel has adopted the position that qualifying scores in typing and shorthand achieved by applicants during pre-employment testing at Ames building will now be accepted as satisfying the skills requirement for permanent assignment as a Clerk-Typist or a Clerk-Stenographer. Accordingly, such persons will no longer be required to attend typing and shorthand training classes after entrance on duty in an effort to qualify a second time.

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A. ADMINISTRATIVE TRAINING

1. The Project Officer in the Contract Cycle

A meeting to discuss the desirability of changing the order of presentation, course content, and administration of the course has been scheduled with representatives from the Office of Logistics, the Directorate of Science and Technology, and [REDACTED] The "Student Critiques" and observations of instructors who participated in the course will be the basis for the discussion.

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2. Logistics Orientation Course

Two instructors from the Administrative Training faculty made presentations in the Office of Logistics' Logistics Orientation Course on the subjects of "General Briefing on Cables and Dispatches" and "Briefing on the Purpose and Objective of the Field Finance and Logistics Course."

3. Vietnam Orientation Course

Because of the small number of students (eight) enrolled in the most recent offering of the course, the class presentation on Class B financial accounting procedures usually given by an instructor from the Administrative Faculty, was not given. Instead, the one student who really needs this instruction will be handled on a tutorial basis.

The course administrator reports that the size of future classes can not be projected until a final determination on the number of overseas positions in that area has been made.

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4. ACT-1

Continued experimentation to determine the need for special training in cable preparation for the ACT-1 system, has confirmed the conclusion reached tentatively a few months ago that a formal training course will probably be unnecessary.

To date, sixteen students from the Administrative Procedures course representing seven area divisions and the Office of Security have produced "machine-readable" messages on the new form in an average elapsed time of 23 minutes, using only the instruction booklet prepared by the Cable Secretariat as a guide. Elapsed times ranged from 15 to 30 minutes. Seven of the girls tested had not used a Selectric machine previously.

Although the brief testing program has been concluded, students in future classes whose present or proposed assignment involves typing cables will be encouraged to try out the new form voluntarily while attending the Administrative Procedures course.

5. Clerical Training

a. In response to comments made by former students on a significant number of the Clerical Training follow-up questionnaires sent out last August, instructors from the Clerical Training faculty have arranged with the Information Services Division/DDP for a briefing on CS mailing procedures and a tour of the ISD offices concerned with that activity. That part of the Clerical Training curriculum dealing with CS mailing procedures will then be reviewed to ensure that it is consistent with ISD's procedures.

b. A special, one-week course in basic typing is being given to four contract employees from the [REDACTED]/DDP.

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B. MANAGEMENT TRAINING

1. Planning and Control Workshop

The second presentation of the Planning and Control Workshop was conducted on 11 and 12 November with 18 employees attending. The majority of students were from NPIC and OCS. The participants were attentive,

interested, and involved in the activities of the Workshop throughout the one and one-half day sessions. Students and staff consider it a worthwhile effort.

2. Performance Appraisal Workshops

Twenty-four participants from all four Directorates attended a one-day session of the Performance Appraisal Workshop on 9 November. This presentation of the Workshop was the second to be opened for general enrollment. Critiques show a favorable response to the program.

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On 10 and 11 November, a special Workshop on performance appraisal conducted in the Key Building for 27 [] personnel. Mr. Paul [] Chief and Deputy Chief of [] respectively, participated in the two one-half day sessions. Initial reaction indicated that the Workshop was useful and relevant.

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A total of six presentations of the Performance Appraisal Workshop have now been given since March of this year -- two for general enrollment and four at the request of component officials. A seventh presentation has been scheduled for FMSAC on 23 November, and another special running will be conducted for OCS on 30 November.

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/ Chief, Support School, TR

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